

Guide to Processing
Budget Changes
Using the Web-Based
Budget Change System

University of Massachusetts Amherst
Budget Office
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I. INTRODUCTION

The manual that follows was written to serve as a reference for processing budget changes using the web-based Budget Change System (BCS). BCS is accessed through the Internet and functions as an interface with PeopleSoft. You may use BCS to submit budget changes for RTE, RTF%, GOF, state funds, and revenue operations.

The manual explains each step in the budget change process and highlights the many inherent features of BCS, including, but not limited to, security access rights, budget translations, and budget balance checking. These checks and balances eliminate the potential for errors and for inappropriate budget changes making their way into PeopleSoft. You may have already received the information contained in the appendices, but we feel that they are important reference guides and decided to include them in this manual.

BCS went live on October 28, 2002. We currently have 36 BCS users across campus. All in all, feedback has been very positive. In the months since BCS was first rolled out, improvements have been, and are continuing to be, made to the system. We are now ready to begin the second round of training. You have been identified as a new user and have been given access to BCS. You will be provided with installation instructions at today's training workshop.

While we hope that you will find this manual and the training workshop useful, please be assured that help is available at any step along the way. By the same token, your input is always welcome. Please contact Lisa Sbrocca by phone at 545-2144 or by email at sbrocca@admin.umass.edu if you have suggestions for improvements to the manual, training, or the BCS program.

II. OVERVIEW

The chart below presents an overview of the steps required to submit a budget change form using the web-based Budget Change System. Detailed instructions for each step are provided in the following sections.

STEP		ACTION
1	Access BCS	Web address is http://af5.admin.umass.edu/bcs
2	Log In	Type in your user name and password
3	Transaction Code	Choose between non-base and base
4	Purpose 1	Select purpose from pull-down menu of valid values
5	Purpose 2	Type in a detailed description of budget change up to 30 characters
6	Comment	Type in a detailed description of budget change up to 250 characters
7	Display Zero Budgets	Check on/off to control which deptids and accounts are displayed
8	Ledger	Choose among Approp (revenue_driven budgets), Org (expenditure budgets), and Revest (revenue budgets)
9	Fund	Select funding source from pull-down menu of valid values
10	Budget Period	Defaults to current fiscal year
11	Journal Date	Defaults to today's date
12	From Deptid	Select deptid distributing the funds from pull-down menu of valid values
13	To Deptid	Select deptid receiving the funds from pull-down menu of valid values
14	From Account	Select account distributing the funds from pull-down menu of valid values
15	To Account	Select account receiving the funds from pull-down menu of valid values
16	CF Budget	Displays budget balance available in chartfield values combination of fund, deptid, and account
17	CC Budget	Displays budget balance available in chartfield values combination of fund and deptid
18	Amount	Enter the dollar amount for the transaction
19	Load Row	Click on button to add row of data that you have entered to the grid
20	Grid	Displays the loaded rows in table form
21	Submit Form	Click on button to submit form in preparation for upload to PeopleSoft
22	Check Status	Lists the budget change forms submitted throughout the day and allows you to delete form(s) before 4:45 p.m. deadline

III. GUIDELINES

- ◆ The Budget Change System (BCS) is a web-based program and is therefore accessed through the Internet. The web address is <http://af5.admin.umass.edu/bcs>. You may want to bookmark this site or create a shortcut. When the Budget Office makes changes to the BCS program, you will see those changes the next time that you log on. You will not need to do anything.
- ◆ A budget change form is the form used to move, realign, and revise budgets **within a fund**. You may use BCS to submit budget changes for research trust funds (RTF), research trust funds return (RTF%), general operating funds (GOF), state funds, and revenue operations. Only one source of funds may be selected per form (E.g., state and GOF cannot be mixed on the same form).
- ◆ For the purposes of this manual, *cost center* refers to the chartfield values combination of fund and deptid (equivalent to the FRS account number).
- ◆ Your BCS user name defines your level of security access for entering budget changes. You may only distribute budgets from those funds and deptids for which you have authorization.
- ◆ In PeopleSoft each row of a budget change is assigned a unique **journal ID**. The **journal link** "links" the journal ID's together to create one number per form. Both the journal ID and the journal link are alpha-numeric fields beginning with *BCS*.
- ◆ You may only submit non-base (one-time) and base (permanent) budget changes. Original and quasi-base transactions are reserved for Budget Office use.
- ◆ The **Purpose 1** field is a mandatory field and is selected from and restricted to the pull-down menu of valid values. Purpose 1 provides a general description of the budget change.
- ◆ The **Purpose 2** field is an optional field and can be any statement, up to 30 characters long, that will help you and the department receiving the funds to easily identify the purpose of the budget change. In an effort to get more information from the on-line inquiry panels, the statement entered for Purpose 2 will also appear on the Analyze Controlled Budgets panel.
- ◆ The **Display zero budgets** checkbox controls which deptids and accounts will appear in the pull-down menu of valid values. If checked, you will see the deptids and accounts for all cost centers that have a budget posted, even if it is just a zero budget. If not checked, you will see only the deptids and accounts for those cost centers that have a budget posted greater than zero.

III. GUIDELINES (continued)

- ◆ Expenditure budgets are stored in the Organization (Org) ledger, and revenue budgets are stored in the Revenue Estimate (Revest) ledger.
- ◆ Decreases to expenditure and revenue budgets are entered on the **From** side of the row, and increases to expenditure and revenue budgets are entered on the **To** side. *Please note that the method of entering decreases and increases to revenue budgets is now the same as the method for entering decreases and increases to expenditure budgets.*
- ◆ Budget changes involving RTF, RTF%, GOF, and state funds must balance. The sum of the decrease rows must equal the sum of the increase rows. Budget changes involving revenue operations do not need to balance. You may increase or decrease your revenue operation's Org budget as long as the adjustments fall within the ceiling amount of its related appropriation budget.
- ◆ To ensure that any change made to a revenue operation's Org budget falls within the limits of its related Appropriation budget, it is crucial that you **enter all of the decrease rows first**.
- ◆ Moves between RTF (fund 21635) and RTF% (fund 21640) are now processed as intra-fund allotments. Please contact the Controller's Office for details.
- ◆ Only the Budget Office can make adjustments to an Appropriation budget. The only exception to this rule is moves between RTF% and RTF%. RTF% to RTF% budget changes can be processed via BCS by choosing Approp from the pull-down menu of valid values for Ledger.
- ◆ Budget translations have been built into BCS. Therefore, you will not need to worry about determining the appropriate chartfield values on your own. Refer to *Appendix B* and *Appendix C*.
- ◆ GOF and RTF are budgeted at account level 5, RTF% is budgeted at account level 2, and state funds are budgeted at account level 6. The account level at which revenue operations are budgeted varies. Revenue budget header accounts begin with 600, and expenditure budget header accounts begin with 700. Refer to *Appendix B* and *Appendix C*.
- ◆ For state fund 11860: multiple accounts may be entered on the same form as long as the sum of the decrease rows equals the sum of the increase rows for each account (E.g., any *decrease* to AA must have a corresponding *increase* to AA).

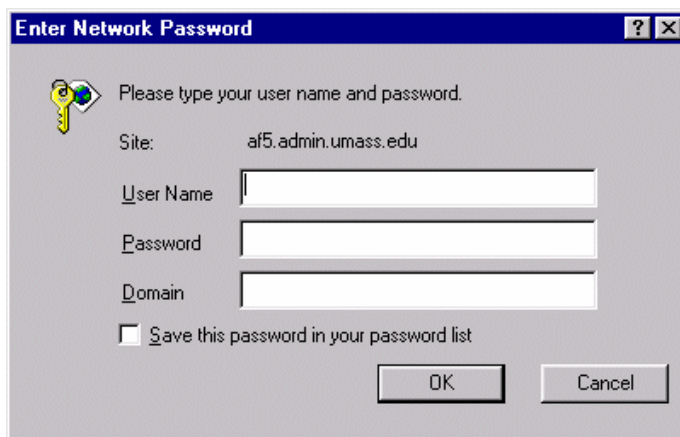
- ◆ There is no limit to the number of rows loaded per budget change form as long as each row has a common transaction code, purpose, and fund.

III. GUIDELINES (continued)

- ◆ A special feature built into BCS is the ability to do budget changes for future fiscal years. Please obtain prior approval from the Budget Office before using this feature.
- ◆ There must be a sufficient budget balance available in the *chartfield values combination of fund, deptid, and account* to effect a budget change even though there may be a sufficient balance available in the cost center as a whole. This may result in more frequent budget realignments within cost centers.
- ◆ BCS users will now submit budget changes one-by-one rather than as a batch. Therefore a batch report is no longer available for printing and reviewing. If you would like a hard copy of your budget changes as they are entered, we recommend that you print each submission separately using the Internet print icon or run GL_AMH_BUD_JRNLS as often as necessary.
- ◆ Budget changes will be uploaded to PeopleSoft via a batch process the same day that they are submitted. The batch process begins at 4:45 p.m. daily.
- ◆ At this time no mechanism exists for editing your daily budget change forms that have already been submitted. If you need to make any changes to a form that has already been submitted but not yet uploaded to PeopleSoft, you must delete the entire form and re-enter it (or enter another form that adjusts the error) by the 4:45 p.m. deadline.
- ◆ The same rule applies for placing a budget change form on hold. If it is decided to hold off uploading a budget change form that has already been submitted, you must delete the entire form by the 4:45 p.m. deadline and re-enter it once you get the go ahead. *Remember that any budget change form in the queue by 4:45 p.m. will be uploaded to PeopleSoft.*
- ◆ For a budget change to be posted to PeopleSoft in any given month and therefore reflected on the reports for that month, it must be submitted by the last business day of the month.
- ◆ As a general rule, budget changes are no longer routed through the Budget Office. The Budget Office only needs to review and approve those budget changes in which the user is attempting to increase a revenue operation's Org budget above the ceiling amount of its related Appropriation budget. Please check with your Executive Financial Officer or Dean to see if there has been an internal approval process established.
- ◆ The Budget Change System reports are currently being worked on at the University (project) level. In the meantime, the Amherst campus has created public query GL_AMH_BUD_JRNLS so that you can inquire and report on your budget journals.

IV. LOG IN

The new Budget Change System (BCS) is a web-based program and is therefore accessed through the Internet. The web address is <http://af5.admin.umass.edu/bcs>. You may want to bookmark this site or create a shortcut (see below).



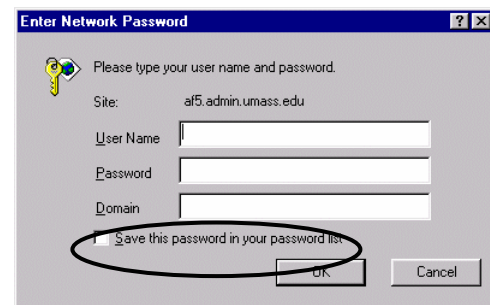
← A log in panel will appear first, and you will be required to type in your User Name, Password, and the Domain.

Your BCS **user name** is the same user name that you use to log in to PeopleSoft and will define your security level for entering budget changes. You will have the same security access rights in BCS as you have with all of your other PeopleSoft functions. The user name is not case sensitive.

The **password** has been initially set to *bcs*. At the end of training today, you will be required to change your password. You may choose any password that you like, keeping in mind that the new password must be eight (8) characters long and contain at least one (1) number. It is also case sensitive. If you type in the new password using upper case letters, you must continue to use upper case letters each time that you enter the password. Although you are not required to do so, there is a mechanism built into BCS that allows you to periodically change your password beyond this initial change. *We strongly recommend that you do not check the "Save this password in your password list" checkbox for security reasons.*

The **domain** is always af5.

To create a shortcut, log into BCS. Place your mouse in an open space on the panel and right click. Choose *Create Shortcut* from the pop-up menu. A BCS icon will then be placed on your desktop. To access BCS using the desktop icon,



double click on the icon. The log in panel will appear, requiring you to type in your User Name, Password, and the Domain.

V. PANEL DETAILS

The method of doing budget changes that was delivered with PeopleSoft did not meet the needs of UMass Amherst since we process an extraordinary number of budget changes annually. For that reason and the fact that we wanted to keep the budget change process decentralized, it was decided that we would create a Budget Change System, much like BCS2000, that would serve as an interface with PeopleSoft.

The new BCS consists of one panel. The appropriate information for each budget change is entered in the fields contained on that panel and then uploaded to PeopleSoft via a nightly batch process. To move between the fields, use the tab key or the mouse. Screen prints of the panel and a description of each field are outlined below.

The screenshot shows a web browser window titled "Budget Change System - Microsoft Internet Explorer". The address bar displays "http://af5.admin.umass.edu/bcs/". The main content area shows the "Org/Revest Budget Change" form. At the top, it says "Org/Revest Budget Change - ALSBROCC" with a red "A." next to it, and "NEW B." below it. The form includes several radio buttons for selection: "Original-Base", "Non-Base", "Base", and "Quasi-Base". There are input fields for "Purpose 1", "Purpose 2", and "Comment". A checkbox labeled "Display zero budgets" is also present. Below these are dropdown menus for "Ledger" (set to "ORG"), "Fund", "Budget Period" (set to "2003"), and "Journal Date" (set to "10/18/2002"). The form is divided into two columns of input fields. The left column has "From Deptid", "From Account", "CF Budget", "CC Budget", and "Amount". The right column has "To Deptid", "To Account", "CF Budget", and "CC Budget". There are "LoadRow" and "SubmitForm" buttons at the bottom of the form.

- A. **User Name:** Identifies the originator of the budget change and controls the level of security access. The field automatically populates based on the user name entered on the log in panel.
- B. **Journal Link:** Equivalent to the form number in BCS2000. In PeopleSoft each row of a budget change is assigned a unique journal ID. As its name suggests, the journal link "links" the journal ID's together to create one number per form. The journal link defaults to NEW for each new budget change form. An alpha-numeric designation (BCS1, BCS2, BCS3, etc.) is assigned once the first row is loaded. All journal links and journal ID's will now begin with BCS and be given the next available system-wide number. There is no longer a separate designation based on the originator

of the budget change (E.g., HF=Humanities and Fine Arts or AF=Administration and Finance).

V. PANEL DETAILS (continued)

C. **Transaction Code:** Categorizes the budget change. Original-base and quasi-base are reserved for Budget Office use. Choose between non-base and base by clicking on the respective radio button. Non-base refers to one-time commitments. Base refers to a permanent change to the budget. Please note that each budget change form must have a unique transaction code. Base and non-base transactions cannot be mixed on the same form.

D. **Purpose 1:** A general, high-level description of the budget change restricted to and selected from a pull-down menu of valid values (see list to the right). It is a mandatory field. →

E. **Purpose 2:** A detailed description of the budget change. It is a free form field which means that you may use any statement, up to 30 characters long, that will help you and the department receiving the funds to easily identify the purpose of the budget change. It is an optional field, but we recommend that you use it. In an effort to get more information from the on-line inquiry panels, the statement entered for Purpose 2 will also appear on the Analyze Controlled Budgets panel, Budget Journals tab, Line Description column.

F. **Comment:** Use to further elaborate the purpose of the budget change. Unlike BCS2000 where the notes section was not uploaded to FRS, the comment field will be uploaded to PeopleSoft and

Purpose 1
ADDIT
ADJUST
ALLOC
CLOSE
CONTRIB
INITIAL
MIDYEAR
REALIGN
REALLOC
REIMB
RETURN
REVISE
SWITCH
YEAREND

therefore can be reported on. It is an optional field. Currently this field is only 30 characters long. It will be extended to a more useful 250 characters when the corresponding field in PeopleSoft has been extended.

V. PANEL DETAILS (continued)

- G. **Display zero budgets:** Determines which deptids and accounts will appear in the pull-down menu of valid values (refer to Sections L and M). If checked, you will see the deptids and accounts for all cost centers that have a budget posted, even if it is just a zero budget. If not checked, you will only see the deptids and accounts for those cost centers that have a budget posted greater than zero. This checkbox is key if you want to allocate a budget to a deptid that currently only has a zero budget loaded. Make sure that the "Display zero budgets" checkbox is on so that the deptid will appear in the pull-down menu and you can complete the allocation.
- H. **Ledger:** Expenditure budgets are stored in the Organization (Org) ledger, and revenue budgets are stored in the Revenue Estimate (Revest) ledger. To make an adjustment to an expenditure budget, choose Org from the pull-down menu of valid values. To make an adjustment to a revenue budget, choose Revest. Only the Budget Office can make adjustments to an Appropriation budget. The only exception to this rule is moves between RTF% and RTF%. RTF% to RTF% budget changes can be processed via BCS by choosing Approp from the pull-down menu of valid values.
- I. **Fund:** Identifies the source of the budget change. You may use BCS to submit budget changes involving RTF, GOF, state funds, and revenue operations. Only one source of funds may be selected per form which means that *each row* of a particular budget change must reference the same fund. The funds appearing in the pull-down menu of valid values will vary depending on your security access rights.
- J. **Budget Period:** Defaults to the current fiscal year. A special feature built into BCS

is the ability to do budget changes for future fiscal years. To accomplish this, select a future fiscal year from the drop down menu of valid values and proceed as usual. *Please obtain prior approval from the Budget Office before using this feature.*

K. **Journal Date:** Defaults to today's date and cannot be altered.

V. PANEL DETAILS (continued)

- ▶ It is not necessary to fill in both the **From** and **To** sides on the same row. You may enter the From and To on one row or on separate rows. *Exception:* To ensure that any change made to a revenue operation's Org budget falls within the limits of its related Approp budget, it is crucial that you enter all of the decrease rows first.
- ▶ Decreases to expenditure and revenue budgets are entered on the From side of the row, and increases to expenditure and revenue budgets are entered on the To side.
- ▶ Budget translations have been built into BCS. Therefore, you will not need to worry about determining the appropriate chartfield values on your own. *Appendix B: Where Is My Budget?* and *Appendix C: Budget Header Account Levels* are included for your reference.

L. **From/To Deptid:** Select the deptid that is distributing the funds (From) and the deptid that is receiving the funds (To) from the pull-down menu of valid values. You may only distribute budgets from those deptids for which you have authorization. To unselect a deptid, go to the top of the pull-down menu and select the blank value.

M. **From/To Account:** Equivalent to the FRS object code. Select the account that is distributing the funds (From) and the account that is receiving the funds (To) from the pull-down menu of valid values. Revenue budget header accounts begin with 600, and expenditure budget header accounts begin with 700. To unselect an account, go to the top of the pull-down menu and select the blank value.

For state fund 11860: multiple accounts may be entered on the same form as long as the sum of the decrease rows equals the sum of the increase rows for each account (E.g., any decrease to AA must have a corresponding *increase* to AA).

V. PANEL DETAILS (continued)

- N. **Chartfield (CF) Budget:** After the fund, deptid, and account have been selected, the budget available in the chartfield values combination of that fund, deptid, and account will be displayed. Equivalent to the FRS account plus object code budget. *There must be a sufficient balance available in this chartfield values combination to effect the budget change even though there may be a sufficient balance available in the cost center as a whole.* This may result in more frequent budget realignments within cost centers. Budget balances are calculated as of the previous day plus or minus any budget rows that are loaded and/or submitted the current day.
- O. **Cost Center (CC) Budget:** After the fund and deptid have been selected, the budget available in the chartfield values combination of that fund and deptid will be displayed. Equivalent to the FRS account "bottom line" budget. Budget balances are calculated as of the previous day plus or minus any budget rows that are loaded and/or submitted the current day.

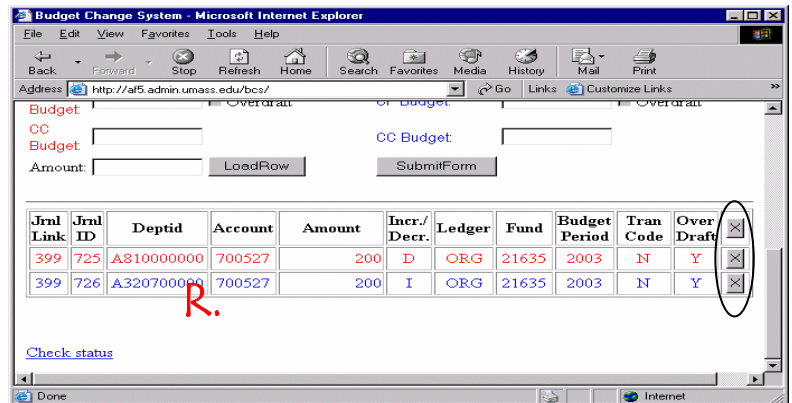
If you are allocating funds to a deptid for which you do not have authorization to view its budget on PeopleSoft, the word "*confidential*" will appear in the CF/CC Budget fields.

- P. **Amount:** The dollar amount of the row. The amount is entered as a positive number even if you are decreasing a budget. If the amount that you are entering includes cents, please be sure to include the decimal point. The decimal point is not needed if you are entering whole dollars.

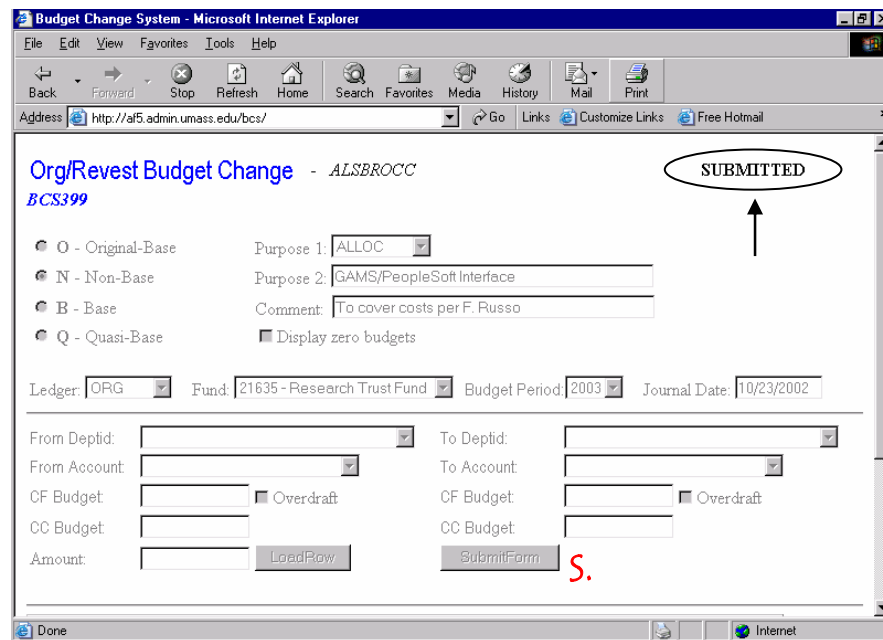
- Q. **Load Row:** Click on button to add the row of data that you have just entered to the grid. There is no limit to the number of rows loaded per budget change form as long as each row has a common transaction code, purpose, and fund.

V. PANEL DETAILS (continued)

- R. **Grid:** Displays in table form all of the rows that have been loaded. You may want to make changes to the rows that have already been loaded to the grid. No mechanism currently exists to bring a row back to the top of the form for editing. Therefore, you must first delete the row in question and then re-enter it.



To delete a row, click on the at the end of that row. To delete the entire grid, click on the at the end of the heading row.



- S. **Submit Form:** Click on button to submit the form once the data in the grid is complete. The panel will gray out and a message will appear in the upper right corner telling you that the form has been submitted. The budget change form is now in the queue to be uploaded to PeopleSoft. You may now enter another form or close out completely. To enter another form, click on the Internet *Refresh* button. A blank form will appear, and

you may begin entering data. To close out completely, click on the in the upper right corner of the window.

V. PANEL DETAILS (continued)

Warnings

The Budget Change System program has been designed to perform a number of validity checks during the course of entering and processing a budget change form.

A validation warning (or error message) will be displayed on the panel if a user attempts to load a row or submit a form that does not pass the validity checks. "*Please make a selection for Purpose 1*" and "*The form is out of balance. The form must net to zero before submitting*" are some common examples of validation warnings that you may receive.

For the most part the validation warning and its remedy are self-explanatory. Please contact the Budget Office if you receive a warning that you do not understand or that requires our assistance.

VI. CHECK STATUS

Budget changes will be uploaded to PeopleSoft via a batch process the same day that they are submitted. The batch process begins at 4:45 p.m. daily. Any budget change form in the queue by 4:45 p.m. will be uploaded to PeopleSoft.

To view your daily budget change submissions, click on [Check status](#). A new panel will

appear with another grid. This grid displays in table form all of the budget change forms submitted that day. You will not be able to view the forms, but each budget change should be easily identified since both Purpose 1 and Purpose 2 are included in the grid.

At this time no mechanism exists for editing your daily budget change forms that have already been submitted. If you need to make changes to a form that has been submitted but not yet uploaded to PeopleSoft, you must delete the entire form and re-enter it (or enter another form that adjusts the error) by the 4:45 p.m. deadline.

The same rule applies for placing a budget change form on hold. If it is decided to hold off uploading a budget change form that has been submitted, you must

Jml Link	Ledger	Time Stamp	Fund	Purpose_1	Purpose_2	Status	Delete
470	ORG	2002-10-23T16:54:22	11860	RETURN	Return Unused Salary/Fringe	SUBMIT	✕
468	ORG	2002-10-23T16:51:00	21620	REALIGN	Realign BBA to CC and DD	SUBMIT	✕
466	ORG	2002-10-23T16:47:56	21635	ALLOC	GAMS/PeopleSoft Interface	SUBMIT	✕

delete the entire form by the 4:45 p.m. deadline and re-enter it when you get the go ahead. To delete a form, click on the at the end of the row. To reduce the time spent reversing, deleting, and re-entering incorrect budget changes, please be sure to carefully proof the loaded rows before clicking on the Submit Form button.

VII. EXAMPLES

VIII. ROUTING/DOCUMENTATION

It is no longer necessary to route budget changes through the Budget Office. As mentioned previously, there have been a number of checks and balances built into BCS. These checks and balances eliminate the potential for errors and for inappropriate budget changes making their way into PeopleSoft. *The Budget Office only needs to review and approve those budget changes in which the user is attempting to increase a revenue operation's organization budget above the ceiling amount of its related appropriation budget.*

You may want to check with your Executive Financial Officer (a list of EFO's is provided on page 25) or your Dean to see if there has been an internal approval process established for your area. If it has been determined that another level of approval is required, please be sure to obtain that approval prior to entering your budget changes. Remember that budget changes will be uploaded to PeopleSoft the same day that they are submitted and there is no mechanism currently in place to edit or hold your daily budget changes. Obtaining prior approval will reduce the time spent reversing, deleting, and re-entering budget changes.

As a BCS user, you have been assigned a user name that defines your level of security access for processing budget changes. Your user name allows you to revise and distribute budgets only from those funds and deptids for which you have authorization. This satisfies all audit requirements as far as the Budget Office is concerned.

Since you are entering and uploading budget changes directly, you do not need to forward originally signed documentation to the Budget Office. Please check with your EFO or Dean to see if there has been an internal procedure for maintaining records established for your area.

IX. TIMING

Budget changes will be uploaded to PeopleSoft via a batch process the same day that they are submitted. The batch process begins at **4:45 p.m. daily**. That means that you only have until 4:45 p.m. to decide if the budget changes submitted that day should be uploaded to PeopleSoft. Any budget change form in the queue by 4:45 p.m. will be uploaded. If a budget change is uploaded that should not have been or is incorrect, you must reverse and/or correct it by submitting a new budget change form. Please refer to *Section VI* for instructions on checking the status of and making any final adjustments to your daily budget changes.

NOTE: The budget change forms submitted daily by all campus users will be batched together at 4:45 p.m. and uploaded to PeopleSoft as one large batch.

Budget changes submitted after the 4:45 p.m. deadline will be stamped with the next day's date and picked up in the next day's batch process. You do not need to resubmit these forms, but you will still have the chance to make final adjustments if necessary.

For a budget change to be posted to PeopleSoft in any given month and therefore reflected on the reports for that month, it must be submitted by the last business day of the month.

X. REPORTS

The Budget Change System reports are currently being worked on at the University (project) level. They will be available for use in the near future. In the meantime, Patty Roper has created a public query for the Amherst campus so that you can inquire and report on your budget journals based on specific criteria that you enter. The query name is **GL_AMH_BUD_JRNLS**. Please refer to *Appendix D* for instructions on running this query as well as three other budget queries that have been created. We will notify you as soon as the reports are accessible. Instructions explaining how to run the reports will be provided at that time.

Budget Journal Notification (UMGL7074)

The *Budget Journal Notification* report is equivalent to the pink and yellow confirmation forms provided for BCS2000. The budget change form(s) selected for output will be displayed in journal link order, and you will see the data contained in each field of the budget change form.

The budget change forms that appear in this report are determined by the criteria that you enter on the report's run control. Depending on the criteria entered, you can report on a specific budget journal or on a range of budget journals posted during a specified time period for a specified MBU or department. You may run this report at any time.

Budget Summary Report (UMGL7078)

The *Budget Summary Report* is equivalent to the BCS Month-End Summary Report provided for BCS2000. The report is organized by budget category (E.g., original base, base, quasi-base, and non-base), by fund, and by account. Only summary totals will be displayed. It does not provide detailed information about the budget change form itself.

You may run this report at the executive, MBU, or department level for any given time period as determined by the criteria that you enter on the report's run control.

Batch Report

Unlike BCS2000, BCS users will now submit budget change forms one-by-one rather than as a batch. Therefore, a batch report is no longer available for printing and reviewing. If you would like a hard copy of your budget changes as they are entered, we recommend that you print each submission separately using the Internet print icon or run GL_AMH_BUD_JRNLS as often as necessary.

XI. CONTACTS

While we hope that you will find this manual and the training workshop useful, please be assured that help is available at any step along the way. We will make every effort to update the names, email addresses, and phone numbers of the contacts listed below.

A. Executive Financial Officer

Your Executive Financial Officer (EFO) can answer most questions regarding the appropriateness of your budget change. The EFO for each area is listed below.

<u>Executive Area</u>	<u>EFO</u>	<u>Email</u>	<u>Phone</u>
Chancellor's Area	Gwen Whelan	gwhelan@chancellor.umass.edu	545-3320
Academic Affairs	Susan Pearson	spearsen@provost.umass.edu	545-2554
Student Affairs	Gail Matthews	gmatthew@stuaf.umass.edu	545-2300
Administration and Finance	Ruth Yanka	ryanka@admin.umass.edu	545-1581
University Advancement	Leda Masse	ledam@admin.umass.edu	577-0259
Research	Josh Kroner	kroner@resgs.umass.edu	545-5289

B. Budget Office

Please contact Lisa Sbrocca or Lynda Kamik in the Budget Office with questions regarding the mechanics of your budget change or if you receive an error message that requires our assistance. We can also answer your budget change policy questions.

Lisa Sbrocca	sbrocca@admin.umass.edu	545-2144
Lynda Kamik	kamik@admin.umass.edu	545-6277

C. Administrative Systems

Please contact Steve Wenczel or Joe Civello in Administrative Systems with technical questions or problems.

Steve Wenczel	swenczel@admin.umass.edu	545-2119
Joe Civello	jcivello@admin.umass.edu	545-2119